

# **DENTAL FACILITY GUIDANCE MANUAL FOR RENEWAL REGISTRATION**

**This manual is for annual certification for dental facilities that HAVE previously registered.**

This manual contains the instructions to complete the registration and certification renewal process for dental facilities that generate amalgam waste. For the users' convenience, actual screen-shots are included in this guidance manual.

Registration and certification must be completed annually for each dental facility that generates amalgam waste through placement or removal of amalgam. To complete this registration process, you will need the following information:

- the make(s) and model number(s) of the installed amalgam separator(s); and
- name(s) of the licensed recycling contractor(s) if amalgam has been sent out for recycling.

Registration renewal will be far easier if you have available:

- your chosen password and user ID and your assigned certification PIN
- the system-generated registration number for each dental facility you wish to register.

September 15, 2011

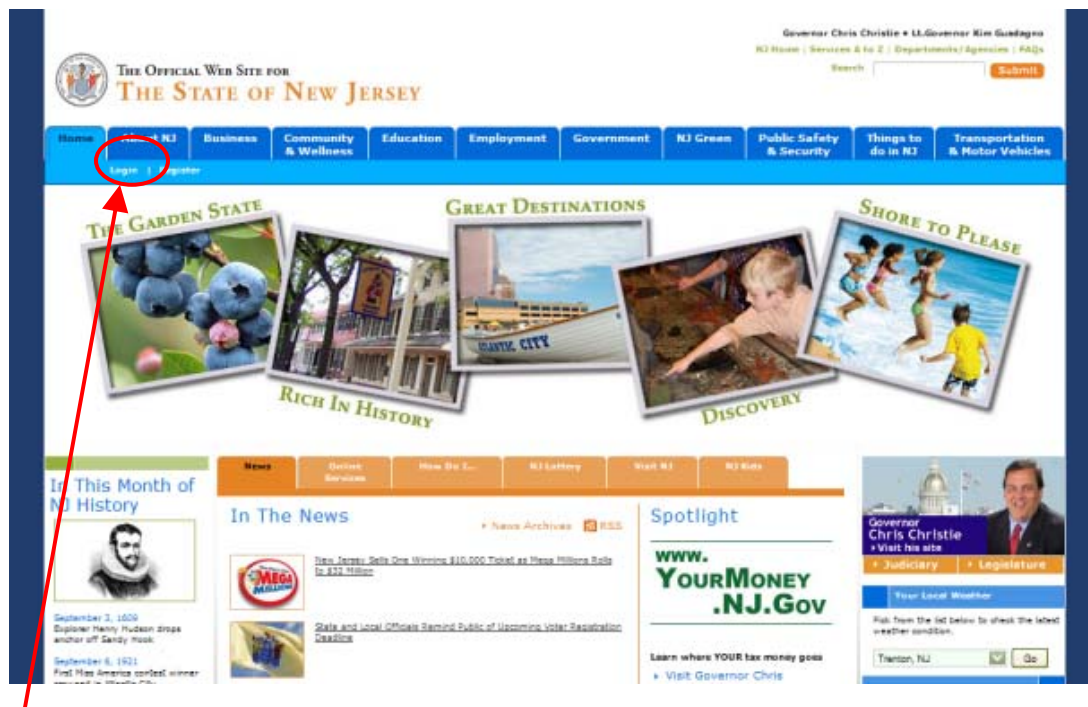
Contact the Bureau of Pretreatment and Residuals at 609-633-3823  
if you need additional assistance.

## DENTAL FACILITY – REGISTRATION & CERTIFICATION RENEWAL

### Login

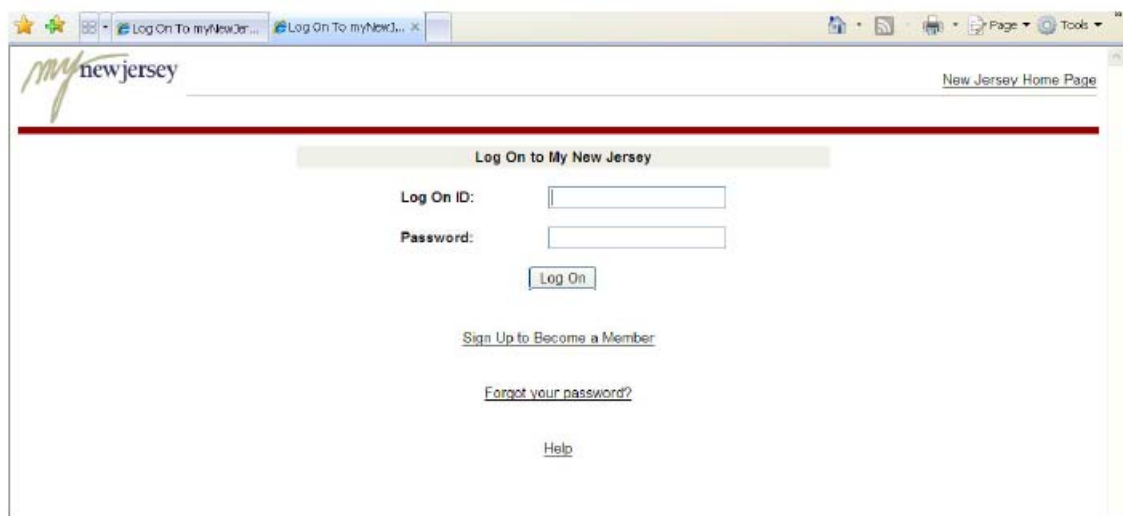
Log on at <http://www.nj.gov> . The main New Jersey web page appears:

Fig. 1



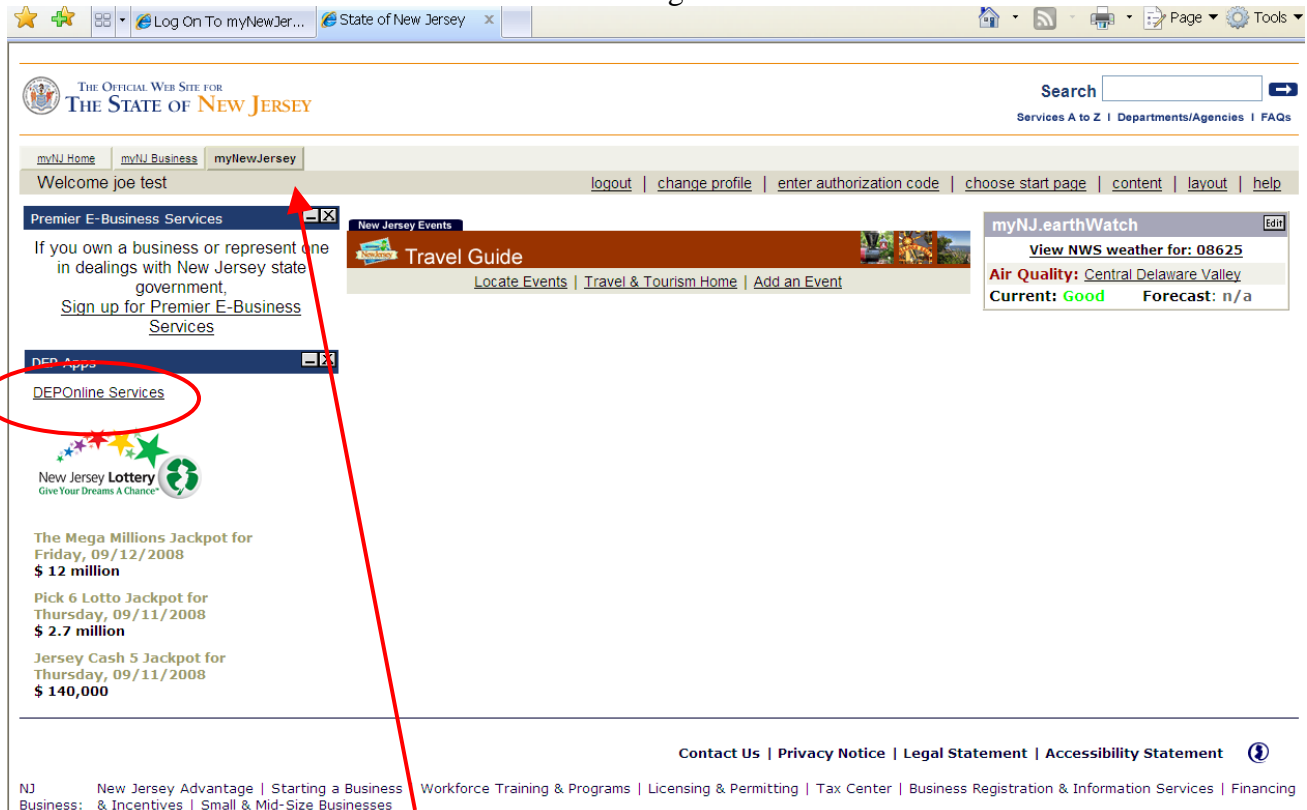
Click on **Login**.

Fig. 2



Enter your Log On ID and Password and click “**Log On**”.

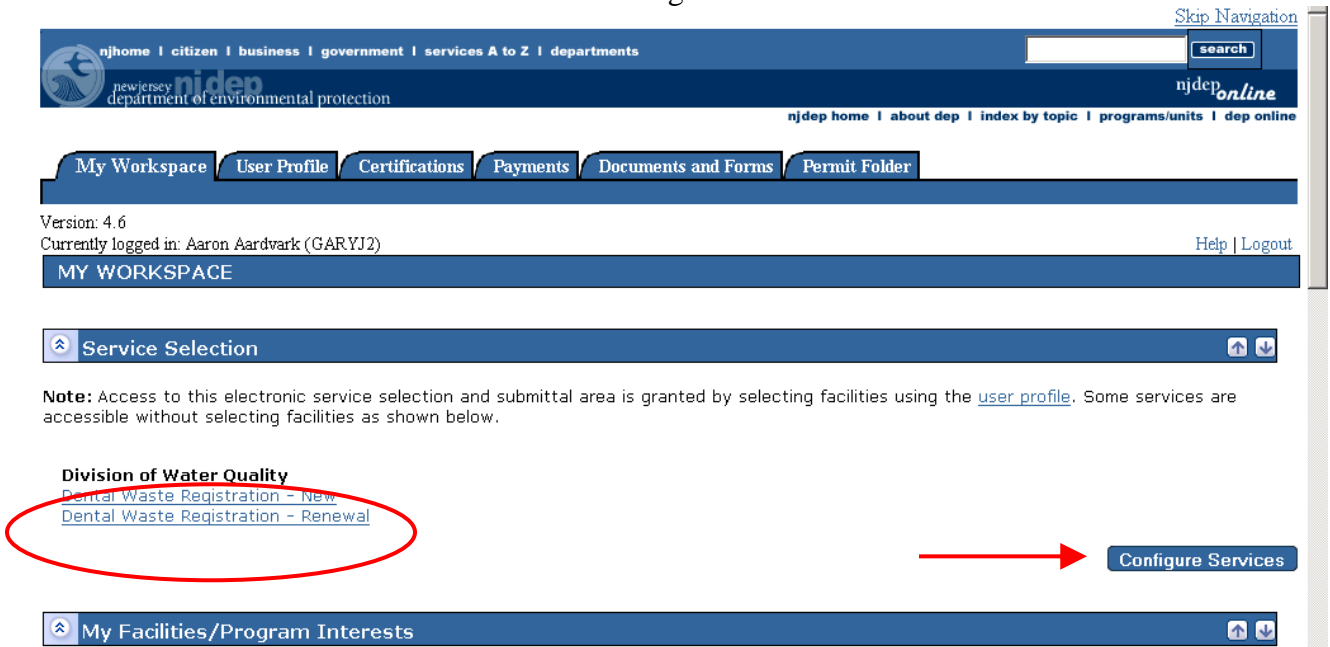
Fig. 3



If necessary, click on the **myNewJersey** tab. Click the link **DEPOnline Services**.

The following screen appears:

Fig. 4



If the circled link to **Dental Waste Registration – Renewal** does not appear, click on the **Configure Services** button, indicated by the arrow. Otherwise, skip to the instructions under Fig. 7

NOTE: Fig. 6 shows the same screen as above, including sections you will only see if you scroll down.

Fig. 5

Please select the Services that you would like to appear on your Workspace and click the OK button.

**Services**

**Division of Water Quality**

- ☐ NJPDES Monitoring Reports (DMRs, WCRs, RTRs)
- ☒ Dental Waste Registration - New
- ☒ Dental Waste Registration - Renewal
- ☐ Stormwater Construction General Authorization

**Solid and Hazardous Waste**

- ☐ Vehicle Registration Renewal

**Air Program**

- ☐ General Permits
- ☐ Permit/Certificate Folder
- ☐ Permit/Certificate Renewals
- ☐ NOx RACT Combustion Adjustment
- ☐ Excess Emission Monitoring Performance Reports (EEMPR)
- ☐ Periodic Compliance Certification
- ☐ Diesel Retrofit Program

**Right to Know and Pollution Prevention Program**

- ☐ Community Right To Know Survey
- ☐ Release and Pollution Prevention Report and Pollution Prevention Plan Summary

**Underground Storage Tank (UST) Program**

- ☐ UST Notice of Intent to Close
- ☐ Initial UST Registration
- ☐ Modification of UST Registration
- ☐ Renewal of UST Registration

**Select both of these.**

Check the boxes for [Dental Waste Registration – New](#) and [Dental Registration – Renewal](#).

Then scroll down and click the **OK** button.

You may get a warning screen indicating that some selected services require facilities. If so, **ignore the warning** and click the **Done** button.

The following screen appears:

Fig. 6

NJDEP Online

Search

njhome | citizen | business | government | services A to Z | departments

njdep online

njdep home | about dep | index by topic | programs/units | dep online

My Workspace | User Profile | Certifications | Payments | Documents and Forms | Permit Folder

Version: 4.6  
Currently logged in: Aaron Aardvark

Help | Logout

**MY WORKSPACE**

**Service Selection**

**Note:** Access to this electronic service selection and submittal area is granted by selecting facilities using the [user profile](#). Some services are accessible without selecting facilities as shown below.

**Division of Water Quality**

- [Dental Waste Registration - New](#)
- [Dental Waste Registration - Renewal](#)

**Configure Services**

Click on “[Dental Waste Registration – Renewal](#)”

**Note:** This will begin the registration renewal. If you do not complete it in this session, see [Resuming a Registration](#) in **Appendix** for further instructions.

Fig. 7

The screenshot shows the NJDEP Online portal interface. At the top, there is a navigation bar with links: njhome, citizen, business, government, services A to Z, and departments. Below this is a search bar and the NJDEP logo. A secondary navigation bar contains links: njdep home, about dep, index by topic, programs/units, and dep online. A third bar has tabs: My Workspace, User Profile, Certifications, Payments, Documents and Forms, and Permit Folder. The main content area shows the user is logged in as Aaron Aardvark (GARYJ2). Below this is a section titled 'EXISTING APPLICATIONS' with a red warning message about duplicate Dental Waste Registration applications. A table lists existing applications with columns: Portal ID, Application Name, Facility Name, Description, Status, Created Date, Last Modified Date, View, and Access Service. One application is listed: Portal ID 26928, Application Name Dental Waste Renewal, Facility Name A-1 Dental, Description Dental Waste Registration - New, Status Submission Successful, Created Date 06/09/2009, Last Modified Date 06/09/2009. Below the table is a note: 'Clicking a column title will sort the table by that column.' At the bottom right are 'Continue' and 'Cancel' buttons.

Portal ID	Application Name	Facility Name	Description	Status	Created Date	Last Modified Date	View	Access Service
26928	Dental Waste Renewal	A-1 Dental	Dental Waste Registration - New	Submission Successful	06/09/2009	06/09/2009		

Click “Continue”. The following screen appears:

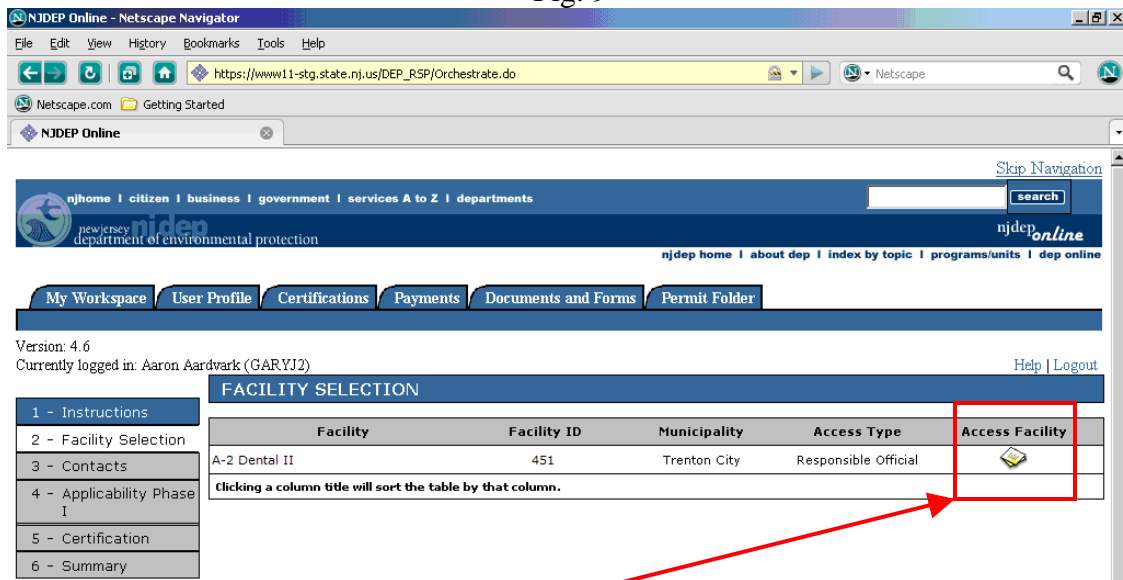
Fig. 8

The screenshot shows the 'DENTAL WASTE INSTRUCTIONS' page in the NJDEP Online portal. The user is logged in as John Smith (GONELIVE). On the left is a table of contents with links: 1 - Instructions, 2 - Site Information, 3 - Contacts, 4 - Applicability Phase I, 5 - Certification, and 6 - Summary. The main content area contains instructions for registering online, including a warning about annual certification and a link to a manual. It lists required information for registration: Separator manufacturer name, Separator model number, Name of Licensed Recycling Contractor (if applicable), and Certification PIN. A note states that installation of an amalgam separator is required by October 1, 2009. A 'Continue' button is at the bottom right.

Portal ID	Application Name	Facility Name	Description	Status	Created Date	Last Modified Date	View	Access Service
26928	Dental Waste Renewal	A-1 Dental	Dental Waste Registration - New	Submission Successful	06/09/2009	06/09/2009		

Read the instructions and collect any needed information, then click “Continue”.

Fig. 9



Click on the icon under “**Access Facility**” in the appropriate row for the facility you wish to renew.

NOTE: You may renew only one facility at a time. If you have multiple facilities, see the instructions at the end of this document. If you are attempting to register a facility that is not listed on the above screen, you must either 1) use Add Facility on the My Workspace tab for a facility you previously registered or 2) submit a New registration. Return to Figure 6 and click “[Dental Waste Registration – New](#)”. The screen noted above as Figure 9 will be replaced by a different screen in which you must complete the required fields and hit “[Continue](#).”

The following screen appears:

Contact Information – Fig. 10

My Workspace User Profile Certifications Payments Documents and Forms Permit Folder

Version: 4.10  
Currently logged in: John Doh [Help](#) | [Logout](#)

**Contacts**

\* Have any of your contact details changed since your last Dental Waste Registration? ☐ Yes ☐ No

**1. Responsible Party**

Note: Selecting an option below will replace all information for this contact.

Insert From Existing Contact(s)...

\*First Name: John  
\*Middle Initial:  
\*Last Name: Doh  
\*Title:  
\*E-Mail Address: johndoh@mydental.com  
\*Confirm E-Mail: johndoh@mydental.com  
\*Organization Name: Doh Dental Services  
\*Organization Type: Private

\*Address Line 1: 401 Main St  
\*Address Line 2:  
\*Address Line 3:  
\*County: Mercer  
\*City: Trenton (Mercer)  
\*State: New Jersey  
\*Zip Code: 08625

\* At least 1 phone number is required.

*Type	*Contact Number (must be 10 digits)	Extension	Comments	Remove
Work Phone Number	(609) 633-3823			

Add Number

\* Required

Note: Please enter contact information on ALL required tabs before clicking Continue

Save Continue

Review the information in this screen and make any necessary changes and check **Yes**.

Otherwise, if all of the information is the same, check **No**.

Click "**Save**", wait for information to be saved, and then click "**Continue**".

Fig. 11

Currently logged in: user manual (USERMANUAL) Help | Logout

**APPLICABILITY PHASE I**

1 - Instructions  
2 - Site Information  
3 - Contacts  
4 - Applicability Phase I  
5 - Certification  
6 - Summary

You are subject to the dental amalgam registration requirements if you place or remove amalgam, unless all types of practice at the facility are exempt by regulation. Check "Yes" in response to the question "Do you generate amalgam waste?" even if amalgam is only removed.

\* Does your dental facility generate amalgam waste? ☒ Yes ☐ No

**Note:** Please select the operating type of practice. Select all that apply. (Ctrl+Click):

\* **Dental Practice**

- Orthodontics
- Periodontics
- Oral and Maxillofacial Pathology
- Oral and Maxillofacial Radiology
- Oral and Maxillofacial Surgery
- General Dentistry**
- Pediatric Dentistry
- Endodontics

\* Required

**Responses Required.**

**Continue**

If your facility generates amalgam waste through *placement or removal* of amalgam, then click yes to the first question.

To select your dental practice, click on the appropriate practice. To select more than one, press "CTRL" key on your keyboard and click on the appropriate practices.

Click "Continue".

Fig. 12

My Workspace User Profile Certifications Payments Documents and Forms Permit Folder

Version: 4.0  
Currently logged in: user manual (USERMANUAL) Help | Logout

**TERMS AND CONDITIONS**

1 - Application Name  
2 - Site Information  
3 - Contacts  
4 - Applicability Phase I  
5 - Terms and Conditions  
6 - Registration Specific Information  
7 - Certification  
8 - Summary

☐ Dental Amalgam Waste Terms and Conditions PDF

By clicking the box above I certify that I have read, understand and agree to ALL terms and conditions for this registration.

**You may click icon to read Dental Amalgam rules.**

**Yes** **No**

Click the checkbox to accept the **Terms and Conditions**. The "Yes" button will then be enabled. Click "Yes".



The following screen appears:

Fig. 13

Version: 4.8  
Currently logged in: Tom Cosmas (TCOSMAS) Help | Logout

**REGISTRATION SPECIFIC INFORMATION**

1 - Instructions  
2 - Site Information  
3 - Contacts  
4 - Applicability Phase 1  
5 - Terms and Conditions  
6 - Registration Specific Information  
7 - Certification  
8 - Summary

**Requirements**  
*Check the Certify checkbox if you wish to certify a requirement.*

Requirement	Due Date (MM/DD/YYYY)	Certify	Comments
Registrant shall certify that this facility has an operational amalgam separator: by October 1 of each year.	12/31/2010	<input checked="" type="checkbox"/>	
Registrant shall certify that this facility has implemented and is adhering to the required BMPs: by October 1 of each year.	12/31/2010	<input checked="" type="checkbox"/>	

**Separator(s):**

Make	Model	Remove
Mercury Removal	MRU-1	

[Add Row](#)

\* Has amalgam waste been sent out for recycling during the past twelve months? ☒ Yes ☐ No

**Licensed Recycling Contractor Information:**

Name of Licensed Recycling Contractor	Remove
Quick Silver Services	

[Add Row](#)

\* Required

[Continue](#)

*Annotations:*  
- Red box around 'Certify' checkboxes with arrow: "Certify each of these as appropriate."  
- Red box around 'Yes' radio button with arrow: "Don't miss this one!"

Certify as appropriate and enter the information as required.

Click "[Continue](#)".

NOTE: For the Separator, we only need the Make and Model number.  
We DO NOT need the Serial Number.

If you HAVE NOT sent out Amalgam for Recycling,  
you DO NOT have to fill in the Licensed Recycler information.

Fig. 14

The screenshot shows the NJDEP online portal interface. At the top, there is a navigation bar with links like 'njhome', 'citizen', 'business', 'government', 'services A to Z', and 'departments'. Below this is a search bar and the NJDEP logo. The main navigation bar includes tabs for 'My Workspace', 'User Profile', 'Certifications', 'Payments', 'Documents and Forms', and 'Permit Folder'. The 'Certifications' tab is active, showing a list of certifications. A table lists a certification with Service ID 26948, Submittal Type 'Division of Water Quality - Dental Waste Registration - New - Significant Indirect User', and Creation Date 06/09/2009. Below the table, there is a section for 'Certification of the Dental Facility Registration - RO' with a text area for a statement and fields for 'Name of Certifying Party' (Aaron Aardvark), 'User ID of Certifying Party' (GARYJ2), and '\*Certification PIN'. A red box labeled 'Mini Progress Window' points to the left sidebar menu, which contains a list of steps from 1 to 8, with '8 - Summary' highlighted.

Click on the icon in the View column to read a summary of information you previously entered. After reviewing information, click **"Return"**.

To make corrections, you will need to return to the screen in which the incorrect information is entered. **Returning to a previous screen may cause data loss and require you to repeat steps you made after the screen in which the incorrect information occurred.** To return to an earlier screen, click on the corresponding button in the Mini Progress Window.

After reviewing your data, enter your Certification PIN and click **"Certify"**.

**REMINDER: Record and save your Certification PIN for annual usage.**

If you have forgotten the PIN, **don't panic**. Click on the **"Forgot Certification PIN"** and a new PIN will be sent to your registered e-mail address. As always, free of charge! 😊

NOTE: If you DO NOT see the e-mail in your inbox, look in the SPAM or Bulk Mail folder.

You may also need to make sure that suspected spam is not automatically deleted by your e-mail provider.

After you click “Certify”, the following will appear:

Fig. 15

### Top and Bottom of Certification Page with Date and Digital Signature

The screenshot displays the MyNewJersey certification page. At the top, a navigation bar includes links for My Workspace, User Profile, Certifications, Payments, Documents and Forms, and Permit Folder. Below this, a status bar shows 'Version: 4.0' and 'Currently logged in: user manual (USERMANUAL)'. A red circle highlights the 'Printer Friendly Version' link in the top right corner. A green callout box with an arrow pointing to this link contains the text: 'For Printer Friendly version, click here.'

The main content area is divided into several sections:

- SERVICE SUMMARY**
- Contacts**
  - Name:** User Manual
  - Title:** Dentist
  - Contact Type:** Responsible Party
  - E-Mail:** user@dental.com
  - Phone:** 5552224444 (Work Phone Number)
- Specific Registration Information**
  - Registration Number:** 19145
  - Registration For:** User manual
  - Certification Date:** 09/20/2010
  - Address:** 444 east state  
Tabernacle (Burlington), NJ 08625
  - Dentists:** User Manual 111222333
  - Registered Separator(s):** Make: Removal Expert  
Model: Super1

Below the registration information, there are two checked boxes:

- ☒ Amalgam was recycled with the Licensed Recycling Contractor(s) listed above.
- ☒ The responsible party of the practice is certifying to the accuracy of the information on this certificate.

A paragraph of text follows:

This Registration is issued solely for the location noted above in which there is an existing dental practice as of the Certification Date. The responsible party of any practice at a separate location must register that location separately. In the event that the practice at this location closes, relocates or that additional types of practice begin or are eliminated on this site, the responsible party shall notify the Department immediately in writing.

The responsible party shall update all relevant information and renew this registration annually between October 1st and December 31st of each year.

Below this, another checked box is present:

- ☒ Certified Electronically By: Joe Daily

The **Certification** section contains a statement of certification:

I certify under penalty of law that the information provided in this document was prepared under my direction or supervision in accordance with a system designated to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for purposely, knowingly, recklessly, or negligently submitting false information.

At the bottom of the certification section, the following information is displayed:

**Dental Facility Registration - RO:** Joe Daily **Date:** 09/20/2010

A red circle highlights the 'Return to Workspace' button in the bottom right corner. A red arrow points from this button to a yellow callout box containing the text: 'To add or renew a second location, click "Return to Workspace" and follow the instructions beginning again with Page 5 Fig. 9.'

Print a copy for your records.

Click “Return to Workspace”.

**CONTRATULATIONS!** You have completed the registration and certification process. You may now logout (click [Logout](#) near the top right corner) or perform other tasks within MyNewJersey.

## Appendix

### Additional Features

The following paragraphs assume that you are logged on and have navigated to the appropriate screen.

#### Printing Final Documents

On the “**My Workspace**” tab (Fig. 6), under “**My Services – Submitted**”, click on the icon in the appropriate row in the column labeled “Permit”. If no icon appears, the Department has not completed its review of your submittal and the document is not ready. When ready, print the document and return to “**My Workspace**”. If you have difficulty, please contact the Department.

#### Editing Registrations

If you have completed the registration process and find that you have inadvertently failed to check the box for either required task on the screen shown as Fig. 13, it is possible to correct the omission. Please contact the Department for details.

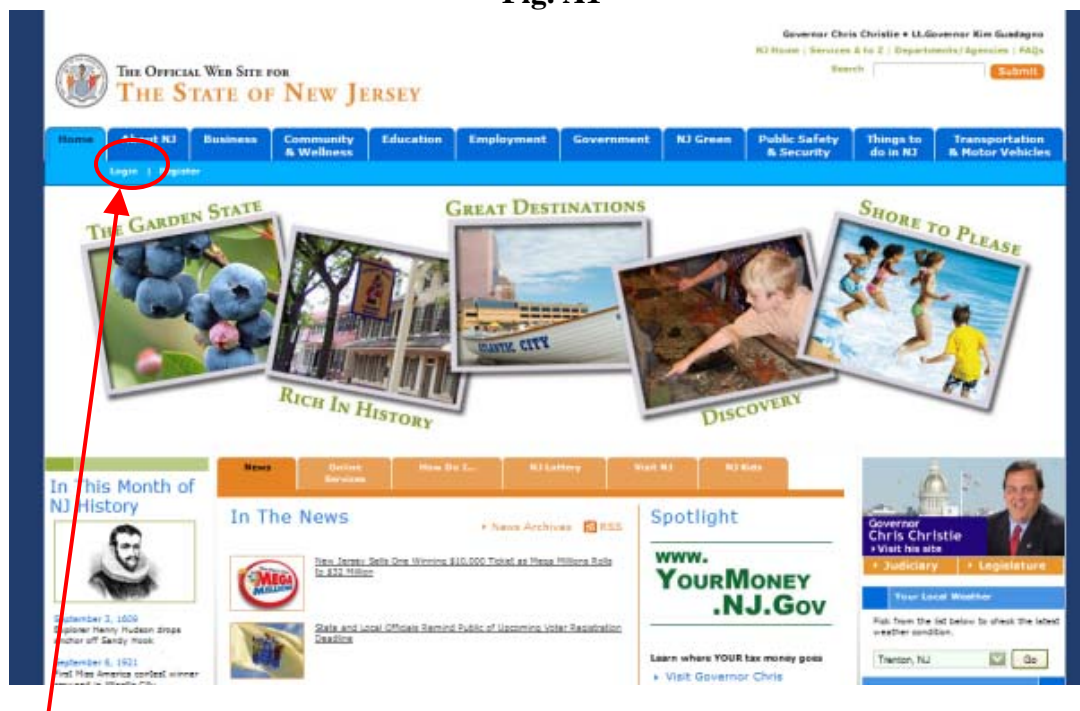
### Troubleshooting

#### Log in Procedure After Establishing Account

If you are unable to complete registration in one sitting, but have completed account set up, you must use a different procedure to log back on to the system:

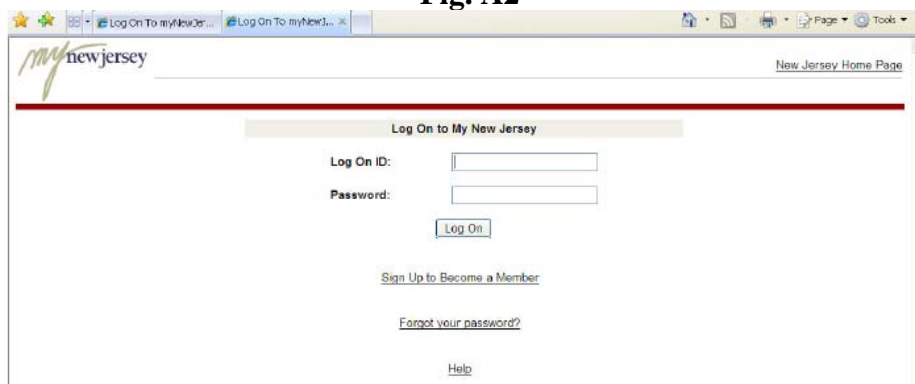
Log on at <http://www.nj.gov> The main New Jersey web page appears:

Fig. A1



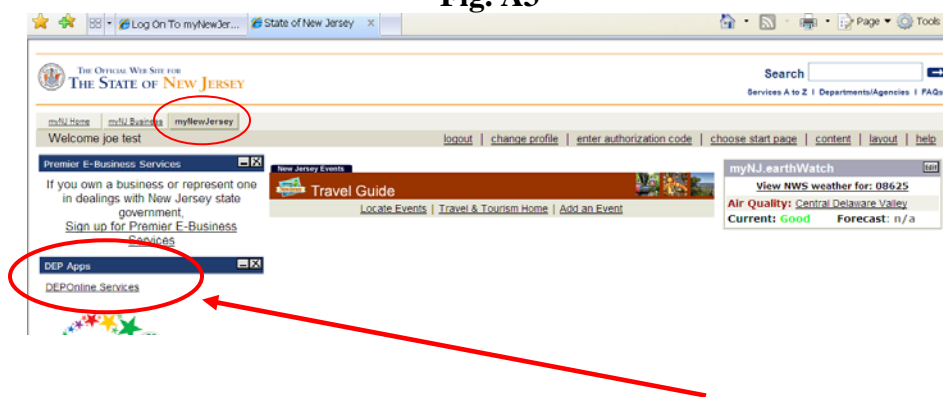
Click on **Login**.

**Fig. A2**



Enter your **Log On ID** and **Password** and click “**Log On**”.

**Fig. A3**



If necessary, click on the myNewJersey tab. Click the link [DEPOnline Services](#).

This will open the “[MyWorkspace](#)” tab shown in Fig. 9 on Page 5 of 11.

## Resuming A Registration

If you scroll down on the **MY WORKSPACE**, you will see an area labeled “**My Services – In Progress**”. If you have started (but not finished) a registration, it will appear here, and you can click on the underlined number in front of the facility name to continue where you left off.

If your application **does not** appear under “**My Services – In Progress**” scroll up and click on “**Dental Waste Registration – New**”.

**Fig. A4**

The screenshot shows the NJDEP online portal interface. The top navigation bar includes links for home, citizen, business, government, services A to Z, and departments. The user is logged in as Tom Cosma (TCOSMA3). The main content area is titled 'MY WORKSPACE' and contains three sections: 'Service Selection', 'My Facilities/Program Interests', and 'My Services - In Progress'. The 'My Services - In Progress' section is highlighted with a red box. Below it, a table lists the user's in-progress registrations. The first row shows a registration with ID 53586, which is highlighted with a red box. A red arrow points from a yellow box labeled 'Registration in Progress' to this ID number.

ID	Application Name	Facility Name	Description	Status	Created Date	Last Modified Date	View	History	Remove
53586	N/A		Dental Waste Registration - New	In-Progress	05/17/2010	09/09/2010			

Registration  
in Progress